**Syncing Ipods for Classroom Use**

You will need to

1. Create a new library

**http://support.apple.com/kb/HT1589**

2. Register each iPod individually with an iTunes account you create (if using iPods for school use, use a P-Card vs. a personal Credit Card)

<http://support.apple.com/kb/ht2731>

You will need to go through a registration process for each new iPod you want to use. This can take some time as you will need to input information at various stages as you move towards completely registering your iPods.

3. Create (e.g. if you have 30 iPods) a Word Document has the numbers 1-30 on each page and the school logo. Convert this file to PDF. In Preview, go to Print…select “Save to iPhoto”. It will turn your 30 pages to picture that you can then select on the iPod as the main screen.

4. Software you might need (or find helpful) for downloading video from the internet:

a. QuickTime Pro ($29.95) <http://store.apple.com/us/product/D3381Z/A>

b. Download Helper (FireFox Add-on) <https://addons.mozilla.org/en-US/firefox/addon/video-downloadhelper/>

c. Perian <http://www.apple.com/downloads/macosx/video/perian.html>

Video from YouTube is sometimes saved as an MP4 (which nicely can be added to your iPods), but is often an .FLV file. These files need to be converted with QuickTime Pro to .MP4.

Video Download process:

1. Open YouTube in Firefox (or another browser that has the Download Helper Add-On) and right click on the Download Helper icon while playing the video you are looking for…select .MP4 if possible, if not .FLV. Save to your desktop.

2. If in .FLV, open QuickTime Pro (Quicktime 7 with Authentication code to enable Pro) and “Save As” and select .MP4 as the file format.

3. Take video and drag into a folder on your hard drive

4. Drag videos into Movies folder in iTunes

5. Create a Themed playlist if you want to make it easy for your students/teachers to find clips you want to direct them towards.

What you will need:

1. The best way to store/sync/transport <http://store.apple.com/ca/product/TV403VC/A?mco=MTY3ODQ5OTY>

2. You could buy a 7 USB hub and sync 7 iPods at a time

3. 4 USB chargers (for when you want to charge without connecting to a computer)

4. External Hard drive – makes moving the library from one computer to another easy and help avoid loosing student work.

You should:

1. Remove all of the headphones and sync cables

2. Number each iPod

3. Engrave each iPod with a number, school name and phone number

4. Establish Norms of use with students

5. Record all of the serial numbers of your ipods connected to the number you have given

6. Back-up (sync) regularly

7. As students will produce work on these tools, their content will remain on the iPod they used until it is synced. If students do not consistently use the same iPod, they will not be able to continue their work.

Some tips:

1. Before you sync, go to iTunes and turn off “Automatically Update”. Every update will take time…unless you REALLY need to, don’t update.

2. On the main page of the iPod (click on the iPod) , select “Sync selected files”

3. Only sync when you really need to…it takes time!